

Business Systems & Logistics Coordinator (ERP & Strategic Purchasing Focus)



KINSHOFER
crane and excavator attachments

For our team in Sanborn, NY

📍 Location: Sanborn, NY, USA | 💰 \$58,000 - 63,000 per year

We are seeking a detail-oriented and systems-driven **Business Systems & Logistics Coordinator** with a strong emphasis on ERP ownership and strategic purchasing. This role plays a critical part in ensuring ERP data integrity, efficient inbound logistics, and proactive purchasing decisions that support operations. In addition to executing daily logistics and compliance tasks, the ideal candidate will contribute to improving purchasing effectiveness, supplier coordination, and system reliability.

This position works cross-functionally with customs brokers, logistics partners, purchasing, and internal teams, and requires someone comfortable operating at both a tactical and analytical level.

Key Responsibilities:

ERP & Business Systems and Strategic & Tactical Purchasing (High Priority)

- ▶ Act as the primary point of contact for ERP-related support and data accuracy.
- ▶ Troubleshoot transactional issues, correct data discrepancies, and support users.
- ▶ Maintain and improve standard system reports to support operations and purchasing decisions.
- ▶ Identify opportunities to improve ERP usage, data flow, and process efficiency.
- ▶ Escalate complex system issues while owning resolution follow-ups.
- ▶ Manage and execute purchase orders for non-stock and project-based items.
- ▶ Support strategic purchasing initiatives, including supplier follow-ups, cost awareness, and lead time optimization.
- ▶ Track supplier performance (confirmations, delivery timelines, discrepancies).
- ▶ Collaborate with purchasing to anticipate needs and reduce supply risks.
- ▶ Contribute to improving purchasing processes and visibility.

Trade Compliance & Inbound Logistics & Documentation Control

- ▶ Prepare and review import documentation for shipments from Europe, China, and Canada into the U.S.
- ▶ Ensure accuracy of commercial invoices, packing lists, and certificates of origin.
- ▶ Apply HS/HTS classifications based on established frameworks and broker guidance.
- ▶ Coordinate with customs brokers and maintain organized and audit-ready import records
- ▶ Validate shipment and container documentation for completeness and accuracy.
- ▶ Track backorders and short shipments and support receiving team.

Qualifications & Experience:

- ▶ 2-5 years of experience in supply chain, logistics, purchasing, or operations.
- ▶ Hands-on ERP experience (data entry, troubleshooting, reporting).
- ▶ Exposure to purchasing or procurement activities, with interest in strategic sourcing.
- ▶ Familiarity with import/export documentation and shipping processes.
- ▶ Strong attention to detail and organizational skills
- ▶ Effective communication across internal and external stakeholders.
- ▶ Minimum 2 years of work experience in the United States.
- ▶ Must be legally authorized to work in the U.S. without sponsorship.
- ▶ Ability to travel to Canada as needed.

Interested in joining our team?

We look forward to receiving your application by mail or email (maximum file size: 10 MB).

Kinshofer North America • Attn.: HR • 5040 Mainway Drive, Unit #11 • Burlington, ON, L7L 5Z1

✉ HRNA@kinshofer.com 📞 If you have any questions, please contact us at +1 (905) 335 2856